

YOUR ADAMS USER GUIDE

A guide to updating your whereabouts

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WELCOME

Dear Athlete,

As an elite athlete who is an existing (or new) member to the National Registered Testing Pool (NRTP), I would like to take this opportunity to thank you for your ongoing cooperation in the fight against doping in sport.

By being part of the NRTP and fulfilling your anti-doping obligations, you are underlining your achievements as a clean athlete. This gives those who watch your successes complete confidence that your performance is down to the hard work you put in every day and nothing else.

With the recent changes to the ADAMS system, UK Anti-Doping has compiled this updated user guide which we hope you will find useful. We are here to support you and answer any questions you may have, and will continue to work with you and your sport to do all we can to make fulfilling your anti-doping obligations as easy as possible.

Please do not hesitate to contact a member of the Athlete Support team at any time, should you need to.

A handwritten signature in black ink, appearing to read 'Andy Parkinson', with a stylized flourish at the end.

Andy Parkinson
Chief Executive UK Anti-Doping

INTRODUCTION

What is ADAMS?

This user manual is a step-by-step guide to assist you with updating your whereabouts.

ADAMS is the Anti-Doping Administration and Management System for providing information about the whereabouts of elite athletes who are part of UK Anti-Doping's National Registered Testing Pool (N RTP).

By providing your whereabouts information, you are protecting the integrity of your sport and your right to clean and fair competition. It underlines your achievements as a doping-free athlete.

Contacts

If you need further help with submitting your whereabouts please contact:

UK Anti-Doping

Email: athlete@ukad.org.uk

Telephone: +44 (0) 20 7766 7366

Mobile: 07553370029

If there are unexpected changes to your whereabouts, you can update by phone, email or text.

Phone: 008000 943 7378 (WHERE R U)

(Not available from USA and Australia)

Whereabouts SMS: +44(0) 7786 202 407

Whereabouts Email: athlete@ukad.org.uk

LOGGING INTO ADAMS

The screenshot shows the ADAMS website interface. At the top, there is a navigation bar with links: Athlete Zone | Coaches | Parents | Support personnel | Education partners | Education Delivery Network | Doping Control Personnel. Below this is a red banner with the '100% me' logo and 'UKAD' text. A search bar is located on the right side of the banner. The main content area features the 'ADAMS' logo and a 'Login to My ADAMS' button. A callout box points to this button with the text: 'Visit www.myadams.co.uk and click the ADAMS log-in section.' The left sidebar contains a 'Navigation' section with links: Athlete Zone, What is 100% me?, Beginner to elite level, Beginner athletes, Gifted and talented athletes, Performance development athletes, and Performance athletes. The main content area also includes sections for 'This section provides information to athletes who are required to submit their whereabouts to the Anti-Doping Administration and Management System (ADAMS)', 'Logging into My ADAMS', and 'Christmas whereabouts support'.

Athlete Zone | Coaches | Parents | Support personnel | Education partners | Education Delivery Network | Doping Control Personnel

100% me
UKAD

What we do - New to Anti-Doping - Rule Violations - News - Learning Zone - Resources

Latest Follow us on Twitter for the latest news.

Search

ADAMS

Home / Athlete Zone / Elite athletes / My ADAMS

Navigation

In this section

Athlete Zone

What is 100% me?

Beginner to elite level

Beginner athletes

Gifted and talented athletes

Performance development athletes

Performance athletes

Links for performance athletes

This section provides information to athletes who are required to submit their whereabouts to the Anti-Doping Administration and Management System (ADAMS)

Logging into My ADAMS

Please click on the link above to login. Alternatively, copy and paste the following URL into your browser: <https://www.adams.wada-ama.org/adams/>

To view the ADAMS user guides, please scroll down.

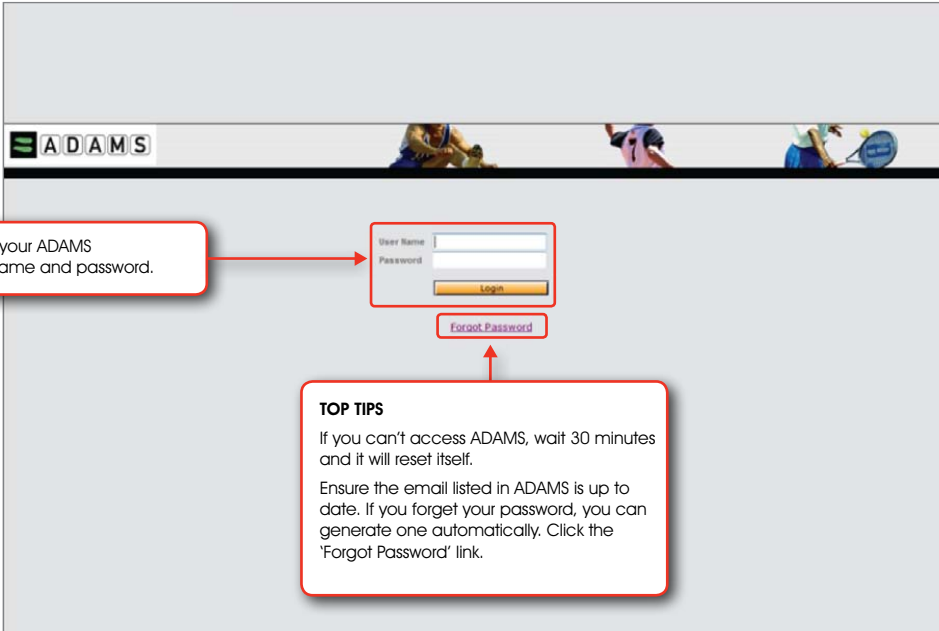
Christmas whereabouts support

Should you need support submitting your whereabouts information between 21 and 31 December 2011 you can call UK Anti-Doping on 075533 70029 and receive dedicated whereabouts support during the dates and times listed below;

REPORT DOPING IN SPORT
0800 032 2332

Follow us | Like us | Watch us | Email sign up

LOGGING INTO ADAMS (cont.)



The screenshot shows the ADAMS login interface. At the top, there is a header with the ADAMS logo and three small images of people. Below the header, there is a login form with two input fields labeled 'User Name' and 'Password', and a 'Login' button. A red box highlights the login form, and a red arrow points from a text box to it. Below the login form, there is a link labeled 'Forgot Password'.

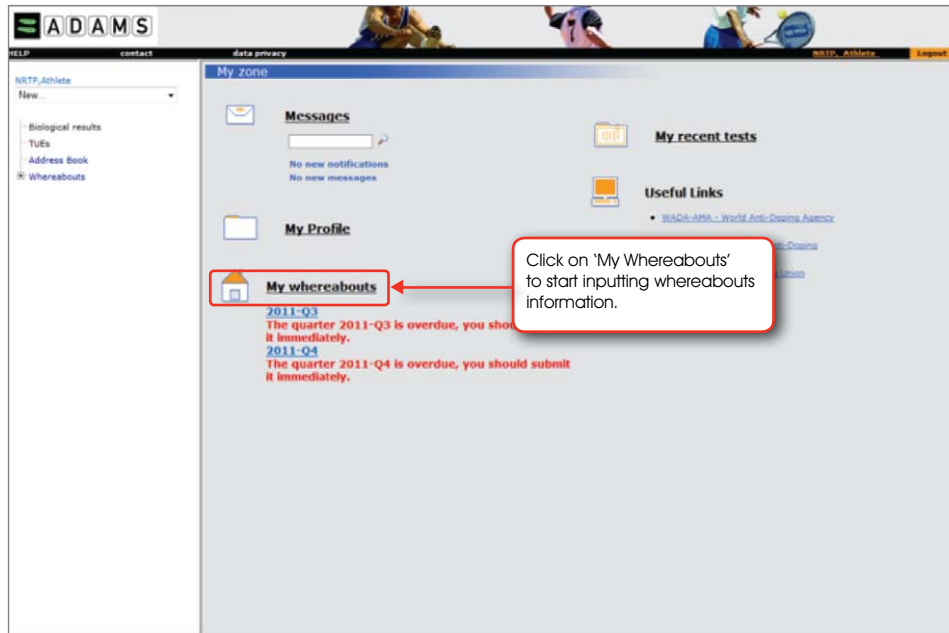
Enter your ADAMS username and password.

User Name
Password
Login

[Forgot Password](#)

TOP TIPS
If you can't access ADAMS, wait 30 minutes and it will reset itself.
Ensure the email listed in ADAMS is up to date. If you forget your password, you can generate one automatically. Click the 'Forgot Password' link.

OPENING THE WHEREABOUTS WINDOW



OPENING THE WHEREABOUTS WINDOW (cont.)

The screenshot shows the ADAMS (Athlete Doping Assessment Management System) interface. The top navigation bar includes 'GO BACK', 'MY WHEREABOUTS', and 'MY ADDRESS BOOK'. The main content area is titled 'Whereabouts Guide' and contains an 'Introduction' section. A red box highlights the 'Whereabouts Guide' link in the left sidebar, with an arrow pointing to it. Another red box highlights the 'Show this Guide every time I access My Whereabouts' checkbox, which is checked. A third red box highlights the '60 Minute Time Slot' link in the left sidebar, with an arrow pointing to it. A fourth red box highlights the '60 Minute Time Slot' link in the right sidebar, with an arrow pointing to it. The interface also displays a calendar for July, August, and September, and a list of dates for the 2011-Q3 submission period.

ADAMS Athlete Doping Assessment Management System

GO BACK MY WHEREABOUTS MY ADDRESS BOOK

My Whereabouts

2011-Q3 Status: Not Submitted
Please select and confirm your mailing address for this quarter.
The quarter 2011-Q3 is over due, you should submit it immediately.

Submit

Mailing Address

Whereabouts Guide ?

Filter By: 2011-Q3 - Not Submit -

July

August

September

Whereabouts Guide

1 Introduction

Welcome to the Whereabouts Guide

This Guide is intended to assist you in providing your whereabouts information in accordance with the ADAMS system. It provides more information about the system and how to use ADAMS to submit your whereabouts and provide more information about the system.

If at any time you wish to leave the guide and begin to enter your whereabouts information, you can click on the 'Go To Calendar' link at the top right of the screen. You can also click on a specific date by clicking the date on the main three month calendar.

Why do I need to submit whereabouts information?

By providing your whereabouts information, you are protecting the integrity of your sport and providing information to ensure that testing is planned in the most secure, effective, and efficient manner. In order to be most effective in detecting and deterring doping, out-of-competition doping control given that many prohibited substances and methods are detectable in an athlete's body for a long period of time.

Do I have to provide detailed information for every hour of the day?

The whereabouts information you provide will give authorized anti-doping organizations a general idea of where you are during the day and quarter rather than recording every movement you make. Your anti-doping organization can plan the most effective possible tests that also consider your privacy and preferences.

It is your responsibility to ensure that all information provided is accurate and up-to-date at all times. Please remember that although you are asked for specific information as outlined under the rules of your sport and in this Guide, you may still be tested at anytime and anywhere.

Where can I find more information about whereabouts?

For more information on the possible consequences of failure to provide this information or for being unavailable for testing at your designated 60-minute time slot, please contact your whereabouts custodian organization, which is listed in the security section in 'My Profile'. This anti-doping organization should also provide you with more information regarding your rights and responsibilities with respect to whereabouts information.

2 Mailing Address [Click here to select and confirm your mailing address for this quarter.](#)

3 Overnight Accommodation [Click here to view the list of dates missing too many an Overnight Accommodation entry.](#)

4 Competition [Click here if you have no Competition this quarter.](#)

5 Regular Activity [Click here if you have no Regular Activity this quarter.](#)

6 60 Minute Time Slot [Click here to view the list of dates missing or too many a 60-minute time slot.](#)

7 Submission

The Whereabouts Guide can be turned on or off using the tick box at the top of the screen.

If you remove the tick from this box, the Whereabouts Guide will not appear the next time you log into ADAMS. However, it can always be selected on the left of the screen.

The various categories of the user guide will show a red cross until the appropriate whereabouts information has been provided – once it has, this will appear as a green tick.

OPENING THE WHEREABOUTS WINDOW (cont.)

The screenshot shows the 'Whereabouts Guide' interface for ADAMS. The top navigation bar includes 'GO BACK', 'MY WHEREABOUTS', and 'MY ADDRESS BOOK'. A 'Go To Calendar' button is in the top right. The left sidebar contains a 'Filter By' dropdown set to '2011-Q3 - Not Submitted' and a mini calendar for July and August. The main content area is titled 'Whereabouts Guide' and contains instructions and a list of sections to complete.

Callouts:

- 'Go Back' will take you back to the ADAMS 'My Zone'.
- Manage your addresses
- Go to your Whereabouts
- To input this information directly onto the Calendar, you can click 'Go to Calendar' at the top right of the screen.
- To select the quarter, choose from the drop-down menu on the left.

Whereabouts Guide Content:

Welcome to the Whereabouts Guide

Whereabouts information in accordance with the anti-doping rules of your sport. The steps outlined in the Guide will show you how to provide more information about the rationale behind the various requirements. The Guide is always available to you as long as you are logged in.

If at any time you wish to leave the guide and begin to enter your whereabouts information, you can click the green **Go to Calendar** button in the upper right hand corner of the screen. You can also go to a specific date by clicking the date on the mini three month calendar on the left hand side of this page.

Why do I need to submit whereabouts information?

By providing your whereabouts information, you are protecting the integrity of your sport and your right to clean and fair competition. The information you provide in ADAMS is used to ensure that testing is planned in the most secure, effective, coordinated, and efficient manner. In order to be most effective in detecting and deterring doping, out-of-competition doping controls must be conducted without advance notice. Given that many prohibited substances and methods are detectable in an athlete's body for a limited period of time while still maintaining their effectiveness, it is essential that you provide accurate and up-to-date whereabouts information.

Do I have to provide detailed information for every hour of the day?

The whereabouts information you provide will give authorized anti-doping organizations a general picture of your location for the next three hours. This information is used to plan testing. It is not intended to be a detailed log of your activities. It is important to provide accurate and up-to-date information. Your whereabouts information should be accurate and up-to-date at all times. Please remember that although you are asked for specific information as required under the rules of your sport and in this Guide, you may still be tested at anytime and anywhere.

Where can I find more information about whereabouts?

For more information on the possible consequences of failure to provide this information or for being unavailable for testing at your designated 60-minute time slot, please refer to the information provided by your whereabouts custodian organization, which is listed in the security section in 'My Profile'. This anti-doping organization should also provide you with more information regarding your rights and responsibilities with respect to whereabouts information.

Sections to Complete:

1. Mailing Address [Click here to select and confirm your mailing address for this quarter.](#)
2. Overnight Accommodation [Click here to view the list of dates missing from many an Overnight Accommodation entry.](#)
3. Competition [Click here if you have no Competition this quarter.](#)
4. Regular Activities [Click here if you have no Regular Activity this quarter.](#)
5. 60 Minute Time Slot [Click here to view the list of dates missing or too many a 60-minute time slot.](#)
6. Submission

ADDRESS BOOK

The address book is a function that allows you to add addresses that can be used to provide your whereabouts.

ADAMS Athlete MTP Help Logout

GO BACK MY WHEREABOUTS MY ADDRESS BOOK

My Address Book

New

Label	Address	City	Region	Country	Postal code/Zip	Phone	Last Used
Competition - Gulaferis	London Velodrome	London		UNITED KINGDOM			15-Oct-2011
Hilton Hotel London	5 The Strand	London		UNITED KINGDOM	WC1 1ER		
Home	1 The street	London		UNITED KINGDOM	SW1 4QW		31-Dec-2011
Velodrome - Manchester	National Cycling Centre Stuart Street	Manchester		UNITED KINGDOM	M11 4DG		31-Oct-2011

Click on any of the addresses shown to edit.

Click 'New' in the top right of the screen if you wish to create a new address.

ADDRESS BOOK (cont.)

Edit your address accordingly and save.

The screenshot displays the ADAMS Address Book interface. At the top, there's a navigation bar with 'GO BACK', 'MY WHEREABOUTS', and 'MY ADDRESS BOOK'. Below this is a table titled 'My Address Book' with columns: Label, Address, City, and Region. The table lists several entries, including 'Home', 'Hotel Berlin', 'National Trust', 'Training Crystal', and 'Training ES'. An 'EDIT ADDRESS' modal form is open, showing details for the 'Training ES' entry. The form includes fields for Label, Address Line 1, Address Line 2, City, Phone Number 1, Phone Number 2, Country, Region, and Postal code/Zip. A 'Save' button is at the bottom right of the modal.

Label	Address	City	Region
Home	71 The Road	London	ENG: London, Greater
Hotel Berlin	Alt Carlus Berlin Park	Berlin	
National Trust	Dun Valley Stadium Works	Sheffield	ENG: Sheffield
Training Crystal	Crystal Palace National Sp.	London	ENG: Crystal
Training ES	ES Sheffield Coleridge	Sheffield	ENG: Sheffield

EDIT ADDRESS

Created by noggin, lewis on 06/Dec/2011 10:51 GMT
Last updated by noggin, lewis on 13/Jan/2012 12:07 GMT

* REQUIRED INFORMATION

Label	Address Line 1	
Training ES	ES Sheffield	
Phone Number 1	Address Line 2	
	Coleridge Road	
Phone Number 2	City	
	Sheffield	
Additional Information	Country	Region
Security pass required from reception	UNITED KINGDOM	ENG: Sheffield
	Postal code/Zip	
	S9 5DA	

Save **Cancel**

ADDING ENTRIES TO THE CALENDAR

The calendar view is the area in which you are able to input your whereabouts information and make any alterations.

ADAMS Lewis, Athlete Help Logout

GO BACK MY WHEREABOUTS MY ADDRESS BOOK

My Whereabouts Calendar View List View Submission History Notes & Activities

2011-Q4 Status: Not Submitted
Please select and confirm your mailing address for this quarter.
The quarter 2011-Q4 is overduo, you should submit it immediately.
Dates in red in the calendars below contain errors. Please see the Guide for assistance.
Submit

Mailing Address
Whereabouts Guide
Filter By:
2011-Q4 Not Submitted
2012-Q2 Not Submitted
2012-Q1 Not Submitted
2012-Q4 Not Submitted
2011-Q3 Not Submitted
2011-Q2 Not Submitted
2011-Q1 Not Submitted
2010-Q4 Not Submitted
2010-Q3 Not Submitted
2010-Q2 Not Submitted

February 2012

Day Week Month

The calendar can be viewed by day, week or month. This can be selected at the top of the calendar. Use the arrow to navigate to the next day, week or month.

Calendar Icons

The Overnight Accommodation and Travel entries are shown with standard icons (🚚 and ✈️).

60-minute time slots are shown with a clock icon (🕒).

Attachments are shown with a paper-clip icon (📎).

Days containing modified entries are flagged with a Modified icon: an orange icon (🟡) indicates modified dates, while a red icon (🔴) indicates dates modified on the same day.

Recurring Whereabouts Entries are shown on the calendar with a recurrence icon (🔄).

ADDING ENTRIES TO THE CALENDAR (cont.)

ADAMS Lewis, Athlete : Help : Logout

GO BACK MY WHEREABOUTS MY ADDRESS BOOK

My Whereabouts Calendar View List View Submission History Notes & Activities Last Updated 08-Nov-2011 15:30 GMT by Lewis, Athlete

2011-Q4 Status: Not Submitted
The quarter 2011-Q4 is over/lost, you should submit immediately.
Dates in red in the calendars below contain errors. Please see the Guide for assistance.

Submit

Mailing Address
Whereabouts Guide

Filter By:
2011-Q4 -Not Submit

February 2012

Day Week Month

New Print

New Entry

Address Search for Address. New
Category Crystal Palace
Don Valley
Home
Mailing
Training EIS
Travel

Date
Recurrence
Start Time
End Time
60-Min Time Slot

Save Cancel

1. To create a new whereabouts entry, click the 'New' button (or its arrow for more options), or click any date in the calendar.

2. You can select an address if it's already in your address book from the drop-down arrow, or select 'New'.

ADDING ENTRIES TO THE CALENDAR (cont.)

ADAMS Lewis, Athlete Help Logout

GO BACK MY WHEREABOUTS MY ADDRESS BOOK

My Whereabouts Calendar View List View Submission History Notes & Activities Last Updated 05-Nov-2011 15:38 GMT by Lewis, Athlete

2011-Q4 Status: Not Submitted
The quarter 2011-Q4 is overdue, you should submit it immediately.
Dates in red in the calendars below contain errors. Please see the Guide for assistance.

Submit

Mailing Address
Whereabouts Guide ?
Filter By: 2011-Q4 - Not Submitted

February 2012 Day Week Month

New Entry

Address: Training ES + New
ES
Sheffield
UNITED KINGDOM

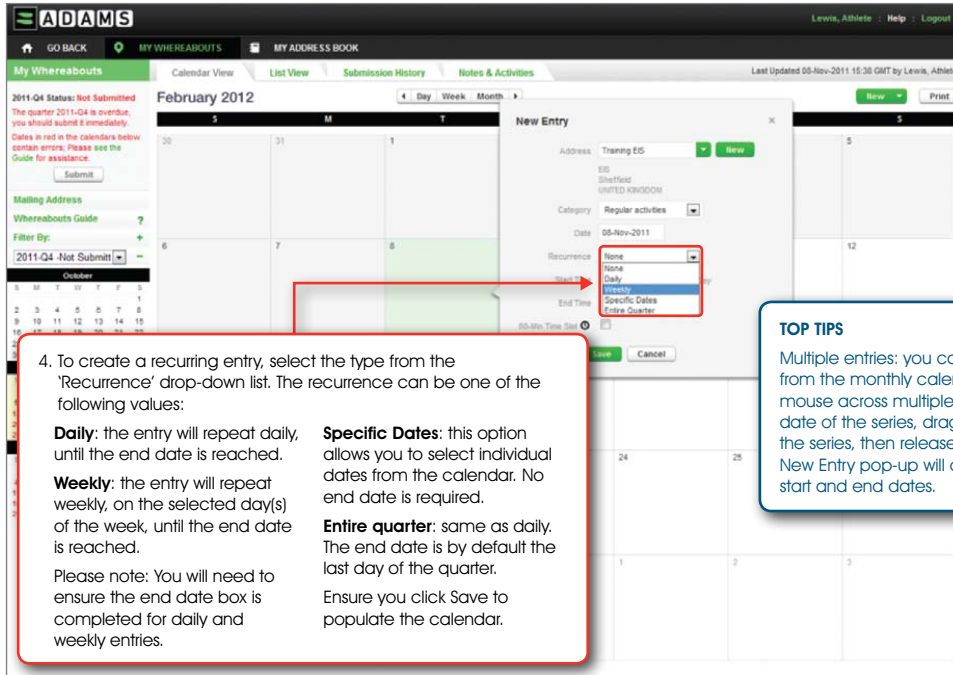
Category: Select a Category
Overnight Accommodation
Competition
Regular Activities
Other

Date: Start Time: End Time: 60-Min Time Skip: ☐ All Day

Save Cancel

3. You must select a category: Overnight Accommodation, Regular Activities (such as Training), Competition, or Other.

ADDING ENTRIES TO THE CALENDAR (cont.)



4. To create a recurring entry, select the type from the 'Recurrence' drop-down list. The recurrence can be one of the following values:

Daily: the entry will repeat daily, until the end date is reached.

Weekly: the entry will repeat weekly, on the selected day(s) of the week, until the end date is reached.

Please note: You will need to ensure the end date box is completed for daily and weekly entries.

Specific Dates: this option allows you to select individual dates from the calendar. No end date is required.

Entire quarter: same as daily. The end date is by default the last day of the quarter.

Ensure you click Save to populate the calendar.

TOP TIPS

Multiple entries: you can create a recurring entry from the monthly calendar, by dragging the mouse across multiple dates. Click on the first date of the series, drag down to the last date of the series, then release the mouse button. The New Entry pop-up will appear with pre-populated start and end dates.

ADDING ENTRIES TO THE CALENDAR (cont.)

The screenshot shows the ADAMS system interface. On the left, there's a sidebar with navigation links: GO BACK, MY WHEREABOUTS, MY ADDRESS BOOK, and a section for 'My Whereabouts' with a 'Submit' button. The main area displays a 'February 2012' calendar. A 'New Entry' dialog box is open, showing details for a 'Training ES' entry. The dialog box includes fields for Address (Training ES), Category (Regular activities), Start Date (08-Nov-2011), Recurrence (Weekly), End Date (31-Dec-2011), Start Time (09:30), and End Time (11:30). A red box highlights the Start Time and End Time fields, and a red arrow points to them from a text box on the right.

5. Some categories will require you to input a start and end time.

60-MINUTE TIME SLOT

ADAMS requires you to provide, for each day of the quarter, one specific 60-minute time slot between 06:00 and 23:00 where you will be available and accessible for testing at a specific location.

ADAMS Lewis, Athlete · Help · Logout

GO BACK MY WHEREABOUTS MY ADDRESS BOOK

My Whereabouts Calendar View List View Submission History Notes & Activities Last Updated 05-Nov-2011 15:52 GMT by Lewis, Athlete

2011-Q4 Status: Not Submitted
The quarter 2011-Q4 is overdue, you should submit it immediately.
Dates in red in the calendars below contain errors. Please see the Guide for assistance.

Submit

Mailing Address
Whereabouts Guide
Filter By: 2011-Q4 - Not Submit

February 2012

Day Week Month

New Entry

Address Home 308 The Road London UNITED KINGDOM

Category Overnight Accommodation

Start Date 05-Nov-2011

End Date 21-Dec-2011

Recurrence Entire Quarter

Save Cancel

Tick the box if you would like the location selected to be your 60-minute time slot on that day(s).

Input the start time and click 'Save'.

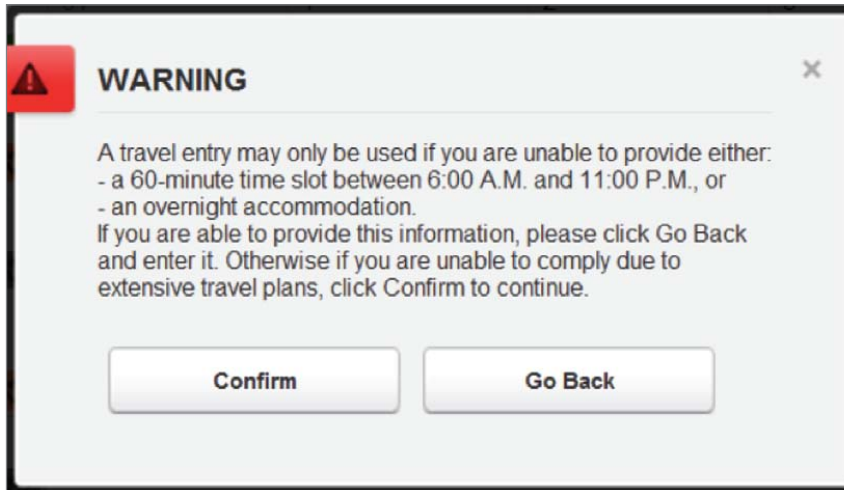
TOP TIPS
The 60-minute time slot is applicable to that day – ensure this is accurate if attached to an overnight accommodation, particularly if staying at an alternative overnight accommodation the previous day.

TRAVEL ENTRIES

This category can be used if you are unable to provide an overnight accommodation or 60-Minute Time Slot on a given day because of travel plans.

Create a whereabouts entry (click the 'New' button or any date on the calendar), then select 'Travel' in the Address field.

ADAMS will issue a warning and ask you to confirm that you are unable to provide either a 60-minute time slot or an overnight accommodation.



Once confirmed, select one of the following:

Daytime Travel

If you are unable to provide a 60-minute time slot because of your travel plans.

Overnight Travel

If you are unable to provide an Overnight Accommodation because of your travel plans.

Complete the pop-up box and click 'Save'.

EDITING ENTRIES

This section explains how you can edit and update the whereabouts information you provide.

ADAMS Lewis, Athlete : Help : Logout

GO BACK MY WHEREABOUTS MY ADDRESS BOOK

My Whereabouts Calendar View List View Submission History Notes & Activities

2011-Q4 Status: Not Submitted
The quarter 2011-Q4 is overdue, you should submit it immediately.

Submit

Stating Address
Whereabouts Guide ?

Filter By:
2011-Q4 - Not Submitted

February 2012

View Entry

Created by Lewis, Athlete on 08-Nov-2011 15:52 GMT
Last updated by Lewis, Athlete on 08-Nov-2011 15:52 GMT

Label: Training ES
Address: ES, Sheffield
UNITED KINGDOM
Category: Regular activities
Start Date: 08-Nov-2011
Recurrence: Weekly on Tuesday, Thursday
End Date: 29-Dec-2011
Start Time: 09:30
End Time: 11:30
60-Min Time Slot: ☐
Additional Information:

Edit Delete Duplicate

You can:

- duplicate
- delete (either that entry or the entire series)
- edit

You can add new entries if required.
Please see page 12.

EDITING ENTRIES (cont.)

Editing multiple entries

The screenshot shows the ADAMS web application interface. At the top, there's a navigation bar with 'GO BACK', 'MY WEEK MONTHS', and 'MY ADDRESS BOOK'. Below this, a sidebar on the left contains 'My Winesabouts', '2012 Q1 Status', 'Resubmissions required', 'The calendar has been modified since the last submission. Please resubmit it.', 'Resubmit', 'Stalling Address', 'Otherwinesabouts Guide', 'What Do', and '2012-Q1 - Resubmit'. The main area displays a calendar for February 2012. A 'WARNING' dialog box is open in the center, with the text: 'You are about to update an entry that is part of a recurring series. Choose your option below.' Below this text, it says 'Entries prior to today will not be modified.' There are three buttons: 'Update this occurrence', 'Update entire series', and 'Cancel'. A red box highlights the 'Update entire series' button, and a red arrow points to it from a text box that says: 'Click on an entry and select edit. When prompted select 'Update entire series'.' A 'View Entry' dialog box is also visible in the background on the right.

EDITING ENTRIES (cont.)

ADAMS

GO BACK MY WHEREABOUTS MY ADDRESS BOOK

My Whereabouts

2012-Q1 Status: Resubmission required

The quarter has been modified since the last submission. Please resubmit it.

Resubmit

Mail Address

Whereabouts Guide

Filter By:

2012-Q1 - Resubmiss

January

February

March

February 2012

Calendar View List View Submission History Notes & Activities

Day Week Month

From the recurrence drop-down list, select 'Specific Dates'.

Edit Entry

Created by coggins, lewis on 18-Jan-2012 10:53 GMT
Last updated by coggins, lewis on 19-Jan-2012 10:53 GMT

Address: Home

75, The Road
London, EN9 London, Greater
UNITED KINGDOM
SW19 1AA

Category: Overnight Accommoda

Start Date: 20-Jan-2012

Recurrence: Daily

End Date: Daily

60-Min Time Slot

on the same day

Save Cancel

EDITING ENTRIES (cont.)

ADAMS coggins, lewis Help Logout

GO BACK MY WHEREABOUTS MY ADDRESS BOOK

My Whereabouts Calendar View List View Submission History Notes & Activities Last Updated 16-Jan-2012 11:10 GMT by coggins, lewis

2012-Q1 Status: Resubmission required
The quarter has been modified since the last submission. Please resubmit it.

Resubmit

Mailing Address
Whereabouts Guide ?

Filter By: +

2012-Q1-Resubmission

January

February 2012

Day Week Month

Home 06:00 Training ES

Edit Entry

Created by coggins, lewis on 16-Jan-2012 10:53 GMT
Last updated by coggins, lewis on 16-Jan-2012 10:53 GMT

Address Home New

76, The Road
London, E9J London, Greater
UNITED KINGDOM
SW9D 1AA

Category Overnight Accommodation

Recurrence Specific Dates

January 2012 February 2012 March 2012

10:10 same day

Click on the mini calendar and then de-select the dates from where you want to remove entries. Then click 'Save'.

You can then add new entries if required. Please see page 12.

MAILING ADDRESS

You need to provide a mailing address that can be used by your anti-doping organisation for the purposes of formal written correspondence. Please ensure this is accurate and up to date.

ADAMS Athlete NITP Help Logout

GO BACK MY WHEREABOUTS MY ADDRESS BOOK

My Whereabouts **Whereabouts Guide** Show this Guide every time I access My Whereabouts ☒ Go To Calendar

2011-Q2 Status: Not Submitted
Please select and confirm your mailing address for this quarter.
Submit

Mailing Address

Whereabouts Guide
Filter By: 2011-Q2 - Not Submitted

Whereabouts Guide

- 1 Introduction
- 2 Mailing Address
- 3 Overnight Accommodation
- 4 Competitions
- 5 Regular Activities
- 6 60-Minute Time Slot
- 7 Submission

A mailing address must be confirmed each quarter. To do this, click on 'Mailing Address'.

April

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

May

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

MAILING ADDRESS (cont.)

The screenshot shows the ADAMS system interface. A pop-up box titled "MAILING ADDRESS" is centered on the screen. The background interface includes a top navigation bar with "GO BACK", "MY WHEREABOUTS", and "MY ADDRESS BOOK". The main content area is titled "Whereabouts Guide" and lists steps 1 through 7. A calendar on the left shows the current quarter as "2011-Q2 - Not Submitted".

MAILING ADDRESS

Please select and confirm your mailing address for this quarter.

Select from Address Book

Home

1 The street
LONDON
UNITED KINGDOM
SW1 4QW

☒ I confirm that the above mailing address information is valid for the current quarter.

Save

The pop-up box will appear. Choose a mailing address from the drop-down list or create a new address. Tick the box to confirm this is the correct address for the current quarter and click 'Save'.

SUBMITTING YOUR WHEREABOUTS

- SUBMITTING

Each time you provide information for a quarter or make changes, you must click 'Submit' or 'Re-Submit'.

It is acknowledged that you may not know precisely, at the beginning of the quarter, what your whereabouts will be for each day in the quarter. You should provide the best information you have at the time. Always ensure the information you input has been submitted.

Quarter submission deadlines 23:59 on:

Quarter 1 – 31 December

Quarter 2 – 31 March

Quarter 3 – 30 June

Quarter 4 – 30 September

ADAMS

GO BACK MY WHEREABOUTS MY AD

My Whereabouts Calendar View List View

2011-Q4 Status: **Not Submitted**
The quarter 2011-Q4 is overdue, you should submit it immediately.

Submit

Mailing Address

Whereabouts Guide ?

To submit your whereabouts click 'Submit'. If you make alterations to your whereabouts you must 'Re-submit'.

Your submission history can be viewed by selecting the 'Submission History' tab at the top of the calendar.

February 2012

S		M	
30	31		
6	7		
13	14		

9 10 11 12 13 14 15
16 17 18 19 20 21 22
23 24 25 26 27 28 29
30 31

March

SUBMITTING YOUR WHEREABOUTS

- SUBMITTING (cont.)

ADAMS coggins, lewis Help Logout

GO BACK MY WHEREABOUTS MY ADDRESS BOOK

My Whereabouts Calendar View List View Submission History Notes & Activities Last Updated 19-Jan-2012 16:21 GMT by coggins, lewis

2012-Q1 Status: Resubmission required

Dates in red in the calendars below contain errors. Please see the Guide for assistance.

Resubmit

Mailing Address

Whereabouts Guide ?

Filter By: 2012-Q1 - Resubmit

TOP TIP

If you are unable to submit, you may not have provided all the information that is required. Hover the mouse over any dates that appear red in the side calendar. This will indicate the information that is required.

SUBMITTING YOUR WHEREABOUTS - CONFIRMING

You need to provide your overnight accommodation, 60-minute time slot, competition schedule and regular activities. If you have no competition or regular activities to input, this must be explained when submitting.

ADAMS

GO BACK MY WHEREABOUTS MY ADDRESS BOOK

2012-Q1 Status: Resubmission required. Your quarter has been cancelled since the last submission. Please Resubmit.

Resubmit

Waiting Address: Whereabouts Guide

Enter No: Home 06:00 07:00 08:00 09:00 10:00 11:00 12:00 13:00 14:00 15:00 16:00 17:00 18:00 19:00 20:00 21:00 22:00 23:00 24:00 25:00 26:00 27:00 28:00 29:00 30:00 31:00

2012-Q1 Resubmission

January

February

March

Training ES

Training ES

MISSING WHEREABOUTS

You omitted to enter Competition whereabouts for 2012-Q1. You can click the Cancel button to return to your whereabouts calendar and enter the missing whereabouts. If you do not have such whereabouts for this quarter, please tick the checkbox(es) below, enter a valid reason, then click Save.

Competition Whereabouts

☒ I do not have any competition this quarter.

Reason

Off sea

Save Cancel

Click on 'Submit' or 'Resubmit' in the top left of the screen. You will be prompted to tick the appropriate boxes to confirm you have no competition and/or regular activity. Provide a valid reason and click 'Save'.

LOGGING OUT

The screenshot displays the ADAMS (Automated Data Management System) interface. At the top, the user is logged in as 'coggins, lewis' with a 'Logout' link highlighted in a red box. Below the navigation bar, the 'My Whereabouts' section shows a calendar view for February 2012. The calendar displays various activities, including 'Training EIS' and 'Home' events, each with a duration of 06:00. A callout bubble points to the 'Logout' link with the text 'Always log out of ADAMS.'

FREQUENTLY ASKED QUESTIONS... WHEREABOUTS

Do I have to do this?

YES. As an elite athlete within the National Registered Testing Pool, you are required to provide whereabouts information.

Does it matter if I do not submit my whereabouts information?

YES. You may receive a filing failure. Support is available and reminders will be sent but you must submit before each new quarter.

Do I have to stay at the location for the full hour?

YES. If you are not where you said you would be, you may receive a missed test.

What happens if my training schedule changes?

Don't panic! Simply update the change of circumstances as soon as you are able to.

What happens if I need to go out or can't get back for my 60-minute time slot?

Use ADAMS to change your 60-minute time slot and/or location. If there is an unexpected change, you can phone, SMS or email (up to 60 seconds before your designated hour begins).

What happens if I am on holiday or travelling overnight?

Update ADAMS with the best information you have and then update when you have more detail.

FREQUENTLY ASKED QUESTIONS...

WHEREABOUTS (cont.)

Can I just use ADAMS once each quarter to provide information?

You must ensure you regularly update your whereabouts to ensure the information is accurate.

Do I have to explain where I am all the time?

An athlete in a national registered testing pool must provide a 60-minute time slot, where he/she will be living, training and competing.

If my club or team input my training information do I need to check ADAMS?

YES. You must ensure the information is accurate. Even if your support personnel help, the accuracy of your whereabouts is your responsibility.

Do I only have to do this for a year?

It is possible you will have to provide whereabouts for your entire career. However, NRTP athlete inclusion is reviewed on a regular basis.

Can I just update my whereabouts by SMS?

You should update directly onto ADAMS. SMS should be used for unexpected changes.

Is my information only seen by UK Anti-Doping?

Your information is secure and can be seen by UK Anti-Doping, WADA, your NGB and the International Federation.

TROUBLESHOOTING

1. I can't submit my whereabouts.

ADAMS will identify which categories and entries need inputting or editing in order to submit your whereabouts. If you are still unclear contact UK Anti-Doping or your Anti-Doping Liaison Officer.

2. I can't log-in to my account.

- Wait 30 minutes and your login details will re-activate.
- Ensure your email address is up to date and click on the forgotten password link.
- If that doesn't work, call us.

3. What do I input if I am not training or competing during the next quarter?

Select 'Click here if you have no Regular Activity this quarter' from the whereabouts guide on ADAMS and provide a valid reason.

4. I don't really use the ADAMS system and tend to update by text.

Update on ADAMS if possible. The text update system should be used if there are unexpected changes to your whereabouts.

5. I don't want to put down training information in case I get caught out.

By putting training information into your ADAMS profile it provides an opportunity to test away from your 60-minute time slot. If UK Anti-Doping can test you outside your designated hour, you will be less likely to pick up a missed test. If you are not at training because of a last-minute change of plan, you will not pick up a missed test.

USEFUL RESOURCES



www.globaldro.org
Remember to check your
medications.



www.informed-sport.com
Know the risk of supplements.



www.wada-ama.org
Check the Prohibited List of
banned substances.



PURE SPORT
TRUE TALENT



Follow us:  www.facebook.com/100percentme.uk

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